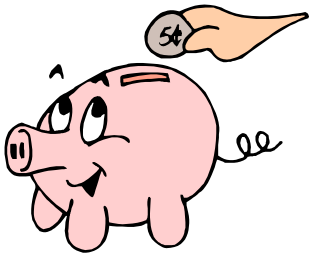
Smoky Hill
Education
Service Center

2015-2016 Edition

eSchoolMall User's Manual

SAVE WITH
VOLUME PURCHASING!



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Easy as 1 – 2 – 3!

GOOD PRICES! GOOD SERVICE! GOOD PRODUCTS

Please Note:
The system is configured so no one can directly order materials from the vendor.

1. SIGNING ON:

Go to the SHESC homepage at www.smokyhill.org,
Click on volume purchasing then
Click on the "Click here to access eSchool Mall" link. OR
For a list of Smoky Hill Vendors click on "Click here for **2015-2016** vendors" OR
For our Friendly Online User's Manual "Click here for online ordering instructions".

The Login:

- NCES ID: **3003000 –** NOTE: If you forget the NCES ID click on (?) and then on KS/click on Smoky Hill Education Service Center.
- User Name: **(your first initial, last name)**
- Password: Click on "Forgot Password?" and eSchoolMall will email it to you.
- *Click the login button – **THE AUTHENTICATION CODE IS ALSO 3003000.***
- You will be prompted to give yourself a **new password** of your choosing.
  (*From time to time for security purposes eSchoolMall will prompt you to reset your password).*
- On the left side of this page under Solutions click on **easyPurchase**

2. You are now at the Request – Cart/Request

- Purchase Order Search - OR
- To the right click on the link "**new cart/purchase order**" check submit to search catalogs.
- Under Requisition Type: you can leave as "Multiple Vendor Purchase Order".
- To do a KEYWORD search. – (*for example entering **ball** will bring up balls in the Athletic, Science and Instructional catalogs).* Pulling down to the Athletic Catalog will bring up only the balls in the Athletic Catalog.
- Enter a PO number or let the system assign one.
- Catalogs - "pull" down to view a specific catalog.
- Enter quantity - then by clicking the "**Add**" button from the product search page it will take you to the "purchase order modify" page or clicking on "**Update**" will give you the "view request" button which also takes you to the "purchase order modify" page.

- **Please Note: Clicking on the SUBMIT FOR APPROVAL button will completely submit the purchase order(s)**

- To **remove an item**, put a √ mark in the box under "remove" and then click on the **Save** button.
- Clicking the "**Add Item**" button will take you back to the product search page.
- Clicking the "**Return**" button takes you to the purchase order search page.
- Clicking on "**Save"** saves any changes!
- When finished, clicking on the **"Submit for Approval"** button will completely submit the purchase order(s).

3. REPORTS:

To obtain a copy of the "submitted" purchase order(s) you will now need to do a report which will arrive in an email from eSchoolMall.

- **On** the Request Tab – click on "Reports"
- Select Report **ID 102** for (single PO by PO number)
- Select Report **ID 103** for (PO(s) by create date)
- Click on **Select**
- Check the PO **date range (ID 103)**
- Pull down "PO Grouping" to **Individual Purchase Orders**
- Click **Next** – (make sure the email address is correct.
- **Delivery Method:** click on email
- Click **Next** again…you will then return to the "Select Report Request" page, click the STATUS tab, there will be a disk under the "Report Output" column. PO's can be obtained from email or open the disk.
- Just print, sign and send to the vendor.

ADDITIONAL INFORMATION

- **VENDORS:** A vendor list and timeline for the present school year can be downloaded from the SHESC web site.
- **IF YOU NEED TO PRINT CATALOGS**
- **On THE Request – Report – Tab**
- Select **Report ID number 104**
- Click the **Select** button, use the pulldown to select the catalog of your choice,
- **Pulldown range number** 1 to 2000, click next, check to be sure your email address is correct.
- Click **Next** again; the catalog will arrive to you by email in pdf format. It can also be obtained under the "status" button on the "Select Report Request" page.